

Stanford University HRPP	<b>Excerpts of Job Aid: Paying Human Subjects</b>	AID-9  1/1
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Questions about paying human subjects? Contact the [Financial Support Center](#) at (650) 723-2772.

See full document available at [Stanford Gateway to Financial Activities: Paying Human Subjects](#)

**General Principles**

- Investigators have fiduciary responsibility to account for funds spent in study
- Investigators must allocate payments to the correct purchasing transaction account (PTA)
- Payments are considered income to study participants
- Payment options differ depending on participants’ residency status

**Participant is a non-resident alien: two methods of payment**

1. Check using **Other Checks** module in iOU.
  - Payment in any amount: Record participant name, address, signature, date, payment amount, protocol number, and SSN or copy of completed Individual Tax Identification Number (ITIN) application. Submit to Travel and Reimbursement (T&R).
  - *All payments, in any amount, will be reported to the IRS.*
2. Gift certificate or other non-cash items (e.g., t-shirt, gift cards)
  - Payment (value) under \$100. Record name, address, value and recipient signature evidencing receipt. Submit the recipient information, plus a receipt for the gift/item to T&R. (If no signature – complete the Attestation form and submit to T&R.).
  - Payment (value) over \$100. Record name, address, value, recipient signature evidencing receipt and SSN (or copy of completed Individual Tax Identification Number (ITIN) application), as the recipient or payer must pay the 30% withholding tax at the time the money is disbursed. Submit the recipient information, plus a receipt for the gift/item to T&R.

**Participant is a US citizen or resident alien: three methods of payment**

1. Cash with funds disbursed to department via the **Advance** module in iOU
2. Check using **Other Checks** module in iOU

For both of the above methods:

- Payment under \$100. Record participant name, address, signature, date, payment amount and protocol number. If you believe recipient will receive less than \$600 in a calendar year, collecting a SSN is not required (unless participant is Stanford or SLAC employee). Submit to Travel and Reimbursement (T&R).
  - Payment over \$100. Record participant name, address, signature, date, payment amount and protocol number and SSN. Submit to Travel and Reimbursement (T&R).
  - *If you elect to retain tax documentation for payments under \$100, you assume tax liability for the tax compliance, and must produce documentation if requested by tax authorities. (Certification method).*
  - *Cash payments to Stanford/SLAC employees, regardless of amount, will be reported to the IRS.*
3. Gift certificate or other non-cash item (e.g., t-shirt, gift cards)
    - Payment (value) under \$100. Record name, address, value and recipient signature evidencing receipt. Submit recipient information, plus receipt for the gift/item to T&R. (If no signature – complete the Attestation form and submit to T&R.). If you believe recipient will receive less than \$600 in a calendar year, collecting a SSN is not required (unless participant is Stanford or SLAC employee).
    - Payment (value) over \$100. Record name, address, value, SSN and recipient signature evidencing receipt. Submit the recipient information, plus a receipt for the gift/item to T&R.

**Special Considerations for Stanford or SLAC Employees**

- Study conducted by participant’s department or related to participant’s regular employment: employee must be paid through the Payroll system.
- Cash payments, regardless of amount: collect SSN and report to T&R.